

ROUTING AND TRANSMITTAL SLIP		Date
		17 SEPT 1985
TO: (Name, office symbol, room number, building, Agency/Post)		Initials Date
1. EXO/DDA		SM 17-9
2. DDA/PLANS <sup>app</sup> (FYI)		See
3. DDA REGISTRY		
4.		
5.		
Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

REMARKS

D/PERS RECEIVED A COPY.

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post)	Room No.—Bldg.
	Phone No.

5041-102

OPTIONAL FORM 41 (Rev. 7-76)  
Prescribed by GSA  
FPMR (41 CFR) 101-11.206

EXECUTIVE SECRETARIAT  
ROUTING SLIP

TO:

		ACTION	INFO	DATE	INITIAL
1	DCI		X		
2	DDCI		X		
3	EXDIR				
4	D/ICS				
5	DDI				
6	DDA		X		
7	DDO				
8	DDS&T				
9	Chm/NIC				
10	GC				
11	IG				
12	Compt				
13	D/OLL				
14	D/PAO				
15	VC/NIC				
16	D/PERS		X		
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SUSPENSE

Date

Remarks

Executive Secretary

16 Sept 85

Date

3637 (10-81)

Executive Registry

85- 2344/7

# COMBINED FEDERAL CAMPAIGN

## OF THE NATIONAL CAPITAL AREA

Francis W. Marchand, Jr.  
Director

Carollee A. Harman  
Deputy Director

Kristin J. Oliver  
Assistant Director

TO: 1986 Combined Federal Campaign Leaders

FROM: Frank Marchand *F.M.*

SUBJECT: PLANS FOR THE 1986 COMBINED FEDERAL CAMPAIGN

DATE: September 9, 1985

DD/A Registry  
85-2520/6-

DD/A REGISTRY  
FILE: 20-1

The 1986 Combined Federal Campaign has begun! President Reagan announced his appointment of the Honorable Elizabeth Hanford Dole, Secretary of Transportation to be this year's General Campaign Chairperson for the CFC of the National Capital Area. Secretary Dole has recruited the Vice Chairpersons for the campaign, and the Loaned Executives, recruited by Secretary of the Army John O. Marsh, Jr., have been trained and are ready to take on their assignments.

This memo's purpose is to share with you information which is important in the planning of your own campaign.

1. Your Loaned Executive, Ron Reid is available now to help with campaign planning. You may reach your Loaned Executive at 488-2087.

### SUMMARY OF ACTION ITEMS AND KEY DATES

CFC Kickoff, 10 - 11 a.m., Tuesday, September 24  
Tickets are available now from your Loaned Executive. Call 488-2087 for information.

All campaign supplies will be available the last week of September. Your Loaned Executive will arrange the quickest possible delivery. If you have a special need for specific campaign items, call Jay Pearson at CFC Headquarters, 488-2087.



2100 M STREET, N.W., SUITE LL-14, WASHINGTON, D.C. 20037 • (202) 488-2087

Campaign Planners' Workshops have been scheduled for Sept. 17 through 20. Special "in-house" workshops for large departments and agencies will be arranged. Sign up for a workshop by calling your Loaned Executive.

Weekly verbal report dates: EVERY WEDNESDAY BY NOON, from October 2 through November 20. These reports should reflect verbal reports from all keyworkers not just reports received via report envelopes turned in. Reports should be given by phone to your Loaned Executive. A final pre-Victory Luncheon report is due Friday, November 22.

Victory Luncheon, Tuesday, November 26, International Ballroom of the Washington Hilton Hotel.

2. Your reporting number(s) is: 5/300  
It is essential that your reporting number be written on every pledge card, reporting form and envelope to insure an accurate accounting and audit of your campaign.
3. Campaign report envelopes (including report form 140; pledge card audit copies, copy #3; cash, checks and confidential gift envelopes) may be turned in at two locations:

95 M Street, S.W., the United Way of the National Capital Area. There is free parking in a lot directly in front of the building. We ask that you turn in your reports here if at all possible, because this is the CFC Central Receipt Point and is best able to process your reports quickly. Hours are 9:00 a.m. to 4:00 p.m. Arrive by 3:00 p.m. please, if you have a large report.

Pentagon Concourse Branch of the Sovran Bank. Hours are 9:00 a.m. to 3:00 p.m.

Please turn in reports promptly throughout the campaign. We receive many complaints each year from persons whose checks are not processed until weeks after they are written. We process all checks within 48 hours after we receive report envelopes. Do not wait until your campaign is completed before turning in report envelopes.

Make certain you receive and retain an official CFC receipt for every report envelope turned in. It is your only proof of funds turned in. Your receipts may be invaluable to you and us, if for example, a report envelope is credited to another organization due to a computer key punch error.

4. 1986 CFC goal - \$20.5

Acting on Secretary Dole's recommendation, the Federal Fund Raising Coordinating Committee has set the 1986 CFC goal at \$20.5 million. The goal represents an increase of 9.6 percent over the achievement of last fall's CFC and reflects both the need for voluntary dollar support and the realistic potential for success in this fall's campaign.

Each department and agency will again this year be asked to set its own goal based on its own potential for achievement. Your Loaned Executive will present you with information regarding your organization's campaign experience and potential to aid in the goal setting process.

5. Campaign Planner's Workshops

These are two hour nuts-and-bolts sessions on techniques for planning and managing unit-wide campaigns. We limit attendance to 30 at each workshop to insure an opportunity for discussion of individual problems and needs.

We will conduct general workshops for Vice Chairmen and Administrators from various agencies on these dates:

Tuesday,	Sept. 17	-	2:00 - 4:00 p.m.
Wednesday,	Sept. 18	-	9:30 - 11:30 a.m.
Thursday,	Sept. 19	-	9:30 - 11:30 a.m.
Thursday,	Sept. 19	-	1:30 - 3:30 p.m.
Friday,	Sept. 20	-	9:30 - 11:30 a.m.

Call your Loaned Executive at 488-2087 to sign up for a general workshop. "In-house" workshops may be scheduled for Administrators of units within single departments and larger agencies. Plan these workshops with your Loaned Executive.

6. CFC Headquarters and Staff

CFC Headquarters is at 2100 M Street, N.W., Room 14, Lower Level. To reach our office, enter the building lobby on the 21st Street side, take the

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elevator down to the lower level and follow the signs. CFC staff and many Loaned Executives will be working from this location. CFC staff members are:

Director, Frank Marchand  
Deputy Director, Carollee Harman  
Assistant Director & Director of Communications,  
Kristin Oliver  
Campaign Associate, Jay Pearson  
Administrative Assistant, Edith Parrish

The central telephone for all Loaned Executives and staff is 488-2067.

7. General Campaign Film - "Give Somebody a Chance"

Those who have seen this year's campaign film are saying it is the best ever made. This nine-minute film, narrated by Sugar Ray Leonard is a deeply moving film which will make a great difference in your campaign results IF you make arrangements to show it to all employees.

It is available in 16mm and Super 8mm Fairchild cartridge prints. Fairchild Super 8mm projectors are also available. To obtain prints and projectors call your Loaned Executive.

8. Tours of CFC Agencies

Nothing is more motivational for campaign leaders and keyworkers than seeing CFC dollars at work in CFC supported agencies. To arrange tours of CFC supported agencies, call Kirstin Oliver.

FWM:llt